

Rhode Island Department of Education Data Collection Specifications – Teacher Course Student (TCS)



Last Updated on February 19, 2014

About

Teacher Course Student (TCS) data includes courses offered, sections of the courses, staff assigned to teach courses and students enrolled in a course. The TCS data is used for many purposes including providing teachers with student-level access to data in the Instructional Management System (IMS) and determining teacher growth as required for an educator's evaluation.

The K12 SECTION-COURSE submission includes links between your LEA course code and the SCED course code. Further information regarding School Codes for the Exchange of Data (SCED) is available through NCES at <http://nces.ed.gov/pubs2007/2007341.pdf> (Secondary) or <http://nces.ed.gov/pubs2011/2011801.pdf> (Prior-to-Secondary).

Requirements

The *teacher-course-student* data collection consists of 4 submissions: K12 SECTION-COURSE, K12 SECTION-SECTION, K12 SECTION-STAFF and K12 SECTION-STUDENT. LEAs began reporting TCS data to RIDE in the 2011-12 school year. *Teacher-course-student* data submissions should be submitted at the beginning of the year and maintained daily. The COURSE and SECTION submissions do need to be submitted to RIDE daily. The STAFF and STUDENT submissions should be submitted to RIDE daily to reflect the changes in student classes, student mobility, teacher class assignments changes and teacher mobility.

Changes for the 2014-15 School Year

In the K12 SECTION – STAFF submission, STATESTAFFID has been renamed CERTID.

Submission Process

Teacher-course-student data can be submitted through eRIDE (www.eride.ri.gov) using the Enrollment Census application or through the Automated Data Transfer (ADT) agent. *TCS-Course*, *TCS-Section*, *TCS-Student*, *TCS-Staff* are submission types within the Enrollment Census application.

K12 SECTION – COURSE

Data Elements (Items in red are changes from the previous year's collection)

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
DISTCODE	State Assigned District ID	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	State Assigned School ID	TEXT	5	Y	State Assigned School Code
LOCALCOURSEID	Local Course ID	TEXT	20	Y	The identifier for the course assigned by the local education agency (LEA).
LOCALCOURSETITLE	Local Course Title	TEXT	100	Y	The descriptive name given to a course of study offered in a school or other institution or organization.
SCEDCOURSE	School Codes for the Exchange of Data (SCED) Course Description	TEXT	5	Y	The five-digit School Codes for the Exchange of Data (SCED) course description. The first two-digits of the code represent the SCED Course Subject Area and the next three-digits represent the SCED Course Identifier.
COURSELEVEL	Course Level	TEXT	1	O	A course's level of rigor.
COURSESEQUENCE	Sequence of Course	TEXT	2	O	Where a specific course lies when it is part of a consecutive sequence of courses. This element should be interpreted as part 'n' of 'm' parts. 1 of 2 parts would be reported as 12.
HSCOURSEREQUIRED	High School Course Requirement	TEXT	1	O	An indication that this course credit is required for a high school diploma.
COURSEGPAAPPLICABILITY	Course GPA Applicability	TEXT	15	O	An indicator of whether or not this course being described is included in the computation of the student's Grade Point Average, and if so, if it weighted differently from regular courses.
CREDITAVAILABLE	Available Credit	TEXT	4	O	The amount of course credit available to a student who successfully meets the objectives for courses that carry credit. Available Credit is coded as a one-digit number carried out to two decimal places. One unit would be coded as 1.00. A half-unit of credit would be reported as 0.50.
GRADESPAN	Course Grade Span	TEXT	4	Y	Identifies the intended grade span for which the course is appropriate and is represented as a four-character code with no decimals. Grade levels are represented by a two-digit code, ranging from 01 to 12; kindergarten is KG, and prekindergarten is PK. Sample grade spans would be KG01, 0103, 1010, etc.
CIP	Classification of Instructional Programs	TEXT	7	O	The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP applies to Career and Technical Education courses.
TECHNICALASSESSMENT	Technical Assessment Required	TEXT	1	C	Identifies if the course requires that a student complete a technical assessment. This field is applicable to Career and Technical Education courses and will be required when the course has a CIP value.

Acceptable Values for SCEDCOURSE

The complete set of acceptable values is available at: <https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=SCED>

Acceptable Values for COURSELEVEL

Item Value	Value Name	Definition/Description
BR	Basic or remedial	Basic or remedial
EA	Enriched or advanced	Enriched or advanced
GR	General or regular	General or regular
H	Honors	Honors
X	No Specified Level	No Specified Level

Acceptable Values for COURSEGPAAPPLICABILITY

Item Value	Value Name	Definition/Description
A	Applicable in GPA	Applicable in GPA
NA	Not Applicable in GPA	Not Applicable in GPA
W	Weighted in GPA	Weighted in GPA

Validations

DISTCODE – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

SCHCODE – This field must be a valid school in the RIDE master directory and must also be a school within the DISTCODE.

SASID – This field must be a valid student id in the RIDE student master directory. This field is also validated against the enrollment data submission to ensure that the student is enrolled in the school.

LOCALCOURSEID –Each course can only be submitted once. The combination of DISTCODE/SCHCODE/ LOCALCOURSEID must be unique.

GRADESPAN – This field must be 4 characters long. The first 2 characters must be a valid grade which is the low grade. The second 2 characters must also be a valid grade which is the high grade. The low grade must be less than or equal to the high grade and likewise, the high grade must be greater than or equal to the low grade.

K12 SECTION – SECTION

Data Elements (Items in red are changes from the previous year's collection)

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
DISTCODE	State Assigned District ID	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	State Assigned School ID	TEXT	5	Y	State Assigned School Code
LOCALSECTIONID	Locally Assigned Section ID	TEXT	20	Y	The locally assigned code that identifies each class. This code may be used in combination with the Local Course ID to differentiate between individual classes. (Ex: First period Business Math vs. second period Business Math, Language Arts class taught both virtually and in a traditional classroom.)
LOCALCOURSEID	Local Course ID	TEXT	10	Y	The identifier for the course assigned by the local education agency (LEA).
ROOMNUM	Room Number	TEXT	20	O	Identifies where the room is located.
SECTIONNAME	Section Name	TEXT	20	O	The name of the section during the school year in which coursework was completed (e.g., Fall Semester)
SECTIONTYPE	Section Type	TEXT	15	Y	The type of terms the section is broken into (e.g. Full Year, Quarters, Semesters, Trimesters, etc.).
SECTIONSETTINGID	Section Setting ID	TEXT	15	Y	The setting in which the student is receiving instruction. Blank values are defaulted to CLASSROOM.
SECTIONBEGINNINGDATE	Date the Section Begins	DATE		Y	The month, day, and year in which the section begins.
SECTIONENDINGDATE	Date the Section Ends	DATE		Y	The month, day, and year in which the section ends.
MINUTESPERMEETING	Number of Minutes Per Meeting	NUMBER	3	C	The number of minutes in one meeting day of the cycle.
MEETINGDAYSINCYCLE	Number of Meeting Days	NUMBER	2	C	The number of days (of the total number of days in the cycle) that the section meets.
TOTALDAYSINCYCLE	Total Number of Days in Cycle	NUMBER	2	C	The total number of days in the cycle.

Note: If a section includes more than 1 educator where there is 1 educator that provides instruction to only a group of the students within the section you will need to submit multiple LOCALSECTIONIDs. The LOCALSECTIONIDs may be completely different if generated through the local SIS, or you may be able to create the unique LOCALSECTIONID by appending your teacher ID to the LOCALSECTIONID. Further details can be found in the Teacher Course Student Data Collection FAQ.

Acceptable Values for SECTIONSETTINGID

Item Value	Value Name	Definition/Description
CLASSROOM	Traditional Classroom Setting	In Person (Traditional Classroom Setting)
HYBRID	Contains Both Online Instruction and Classroom Instruction	Hybrid (Contains Some Online Instruction and Classroom Instruction)
ONLINE	Online Instruction Only	Fully Online (Online Instruction Only)

Acceptable Values for SECTIONTYPE

Item Value	Value Name	Definition/Description
YEAR	Full Year	Full Year
SEM	Semesters	Semesters
TRI	Trimesters	Trimesters
QUAR	Quarters	Quarters
QUIN	Quinesters	Quinesters
OTHER	Other	Other

Validations

DISTCODE – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

SCHCODE – This field must be a valid school in the RIDE master directory and must also be a school within the DISTCODE.

SASID – This field must be a valid student id in the RIDE student master directory. This field is also validated against the enrollment data submission to ensure that the student is enrolled in the school.

LOCALCOURSEID – This must be defined in the K12 SECTION – COURSE submission for the DISTCODE/SCHCODE.

LOCALSECTIONID – Each section can only be submitted once. The combination of DISTCODE/SCHCODE/LOCALSECTIONID must be unique.

SECTIONBEGINNINGDATE – This must be a valid date. It must also be a date greater than or equal to the first day of school and a date less than or equal to the last day of school.

SECTIONENDINGDATE – This must be a valid date. It must also be a date greater than or equal to the first day of school and a date less than or equal to the last day of school.

MINUTESPERMEETING – This field is required when the grade span (referenced from the COURSE submission by LOCALSECTIONID) includes a grade between 9th and 12th.

MEETINGDAYSINCYCLE – This field is required when the grade span (referenced from the COURSE submission by LOCALSECTIONID) includes a grade between 9th and 12th.

TOTALDAYSINCYCLE – This field is required when the grade span (referenced from the COURSE submission by LOCALSECTIONID) includes a grade between 9th and 12th.

K12 SECTION – STAFF

Data Elements (Items in red are changes from the previous year's collection)

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
DISTCODE	State Assigned District ID	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	State Assigned School ID	TEXT	5	Y	State Assigned School Code
LOCALSECTIONID	Locally Assigned Section ID	TEXT	20	Y	The locally assigned code that identifies each class. This code may be used in combination with the Local Course ID to differentiate between individual classes. (Ex: First period Business Math vs. second period Business Math, Language Arts class taught both virtually and in a traditional classroom.)
CERTID	Certification ID	TEXT	10	Y	The unique certification ID given to the educator with their RI issued certification.
STAFFLASTNAME	Teacher Last Name	TEXT	50	Y	The full legal name borne in common by members of a family.
STAFFFIRSTNAME	Teacher First Name	TEXT	50	Y	The full legal name given to an individual at birth, baptism, or through legal change.
STAFFMIDDLENAME	Teacher Middle Name	TEXT	50	O	A full legal secondary name given to an individual at birth, baptism, or through legal change.
SECTIONSTARTDATE	Section Start Date	DATE		Y	The month, day, and year in which staff started teaching a course section.
SECTIONENDDATE	Section End Date	DATE		C	The month, day, and year in which staff ended teaching a course section.
STAFFROLEID	Staff Role ID	TEXT	10	Y	The UCOA Job Classification Code used by finance for the educator.
TEACHEROFRECORD	Teacher of Record	TEXT	1	Y	Indicator that this educator is the person who is primarily responsible for the instruction that takes place in this class.
ELACONTRIBUTOR	ELA Contributing Educator	TEXT	1	Y	An indicator which signifies that the educator provides English Language Arts/Literacy development through this course. (Ex: It would be obvious that for an English 1 class the indicator would be Y. However, in a Social Studies class where the educator is expected to contribute towards the student's ELA development, the indicator would also be Y.)
MATHCONTRIBUTOR	Math Contributing Educator	TEXT	1	Y	An indicator which signifies that the educator provides Math development through this course. (Ex: It would be obvious that for an Algebra class the indicator would be Y. However, in a Science class where the educator is expected to contribute towards the student's Mathematics development, the indicator would also be Y.)

StaffLastName, StaffFirstName and StaffMiddleName are not required to make the link however are necessary for matching/validation/quality assurance.

Acceptable Values for STAFFROLEID

The complete set of acceptable values is available at: https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=JOBCLASS_U

Validations

DISTCODE – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

SCHCODE – This field must be a valid school in the RIDE master directory and must also be a school within the *DISTCODE*.

CERTID – This field must be a valid teacher certification id in the RIDE certification directory.

LOCALSECTIONID – This must be defined in the K12 SECTION – SECTION submission for the *DISTCODE/SCHCODE*.

SECTIONSTARTDATE – This must be a valid date. It must also be a date greater than or equal to the first day of school and a date less than or equal to the last day of school. In addition, the *SECTIONSTARTDATE* must be a date within the Section's start and end dates (*SECTIONBEGINNINGDATE* and *SECTIONENDINGDATE*).

SECTIONENDDATE – This must be a valid date. It must also be a date greater than or equal to the first day of school and a date less than or equal to the last day of school. In addition, the *SECTIONENDDATE* must be a date within the Section's start and end dates (*SECTIONBEGINNINGDATE* and *SECTIONENDINGDATE*).

ELACONTRIBUTOR – This field must be set to Y when the SCEDCOURSE the *LOCALSECTIONID* is associated with begins with a 01 or 51. [Exclude those educators who are assigned to a section with a *SECTIONSETTINGID* set to 'ONLINE'.]

MATHCONTRIBUTOR – This field must be set to Y when the SCEDCOURSE the *LOCALSECTIONID* is associated with begins with a 02 or 52. [Exclude those educators who are assigned to a section with a *SECTIONSETTINGID* set to 'ONLINE'.]

DISTCODE/ SCHCODE/ CERTID/ LOCALSECTIONID – An educator can only be assigned to a section once per time period.

K12 SECTION – STUDENT

Data Elements (Items in red are changes from the previous year's collection)

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
DISTCODE	State Assigned District ID	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	State Assigned School ID	TEXT	5	Y	State Assigned School Code
LOCALSECTIONID	Locally Assigned Section ID	TEXT	20	Y	The locally assigned code that identifies each class. This code may be used in combination with the Local Course ID to differentiate between individual classes. (Ex: First period Business Math vs. second period Business Math, Language Arts class taught both virtually and in a traditional classroom.)
SASID	State Assigned Student Identifier	TEXT	10	Y	A 10-digit unique numeric ID assigned to each student in R.I. by the State.
LASID	Locally Assigned Student Identifier	TEXT	16	Y	Unique student ID assigned by LEA or school
LASTNAME	Student Last Name	TEXT	50	Y	Student Last Name
SECTIONENTRYDATE	Date Enrolled in Course Section	DATE		Y	The month, day, and year in which a student enrolled into a course section.
SECTIONEXITDATE	Date Exited Course Section	DATE		C	The month, day, and year in which a student exited a course section.
NUMERICGRADEEARNED	Final Numeric Grade Earned	NUMERIC	5	N	A final indicator of student performance in a class as submitted by the instructor.
LETTERGRADEEARNED	Final Letter Grade Earned	TEXT	2	C	A final indicator of student performance in a class as submitted by the instructor. Required grades 6-12
CREDITSRECEIVED	Number of Credits Received	TEXT	5	C	The number of credits a student earned for completing a given course. Required grades 6-12

LastName is not required to make the link however is necessary for matching/validation/quality assurance.

Validations

DISTCODE – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

SCHCODE – This field must be a valid school in the RIDE master directory and must also be a school within the DISTCODE.

SASID – This field must be a valid student id in the RIDE student master directory. This field is also validated against the enrollment data submission to ensure that the student is enrolled in the school.

LOCALSECTIONID – This must be defined in the K12 SECTION – SECTION submission for the DISTCODE/SCHCODE.

SECTIONENTRYDATE – This must be a valid date. It must also be a date greater than or equal to the first day of school and a date less than or equal to the last day of school. In addition, the *SECTIONENTRYDATE* must be a date within the Section's start and end dates (*SECTIONBEGINNINGDATE* and *SECTIONENDINGDATE*).

SECTIONEXITDATE – This must be a valid date. It must also be a date greater than or equal to the first day of school and a date less than or equal to the last day of school. In addition, the *SECTIONEXITDATE* must be a date within the Section's start and end dates (*SECTIONBEGINNINGDATE* and *SECTIONENDINGDATE*).